



Management Institute for National Development

An Agency of the Office of the Cabinet, Government of Jamaica

Building Capability for Public Service Excellence

ISO 9001: 2015 CERTIFIED

STAFF VACANCY

Applications are invited for the following vacancy within the
Public Service Capability Development Branch

Administrator, Grade 5

The incumbent will provide administrative support to the Manager, Leadership Development by organising and managing the administration, support systems and activities that facilitate the effective running of the Leadership Development Section.

The successful candidate should possess the following competencies:

- Knowledge of Training Administration
- Good understanding of business processes and the use of technology in organizations
- Excellent Organisational and Administrative Skills
- Sound knowledge and appreciation of relationship building and management
- Excellent Problem Solving and Analytical Skills
- Excellent Interpersonal Skills
- Excellent Communication Skills
- Ability to Exercise Initiative

Minimum Required Qualification and Experience:

- First Degree or appropriate level Certificate in relevant area
- A minimum of two (2) years related work experience

Interested individuals should address their applications and résumés to MIND's
Director Finance, Human Resource Management & Administration

Deadline for applications is Friday, August 9, 2024

Email address: hr@mind.edu.jm

MIND Kingston

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